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From: Fuller-Jones, Sydney (DPH)
Sent: Thursday, April 26, 2012 8:18 AM
To: Cheng, Gloria (DPH); Clemmer, Jill (DPH); Fuller-Jones, Sydney (DPH); Gillis, John (DPH); Gu, Jane X. (DPH); Hannon, Bruce (DPH); Jenner, Jennifer (DPH); Kane01, Peter (DPH); Nassif, Julianne (DPH); Noddin, Linwood (DPH); Alfonso, Felipe (DPH); Hunt, Thuy (DPH); Jacobsen, Patricia (DPH); Katuramu, Patrick (DPH); Madden, Mary (DPH); Ogbue, Ngozi (DPH); Poe, Michael (DPH); Rubin, Alan (DPH); Stallings, Sheila (DPH); Tan, Amy (DPH); Corbett, Kate (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Khan, Annie (DPH); Lawler, Michael (DPH); Lleshi, Hevis (DPH); Medina, Nicole (DPH); O'Brien, Elisabeth (DPH); Phillips, Gloria (DPH); Piro, Peter (DPH); Renczkowski, Daniel (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Sprague, Shirley (DPH); Tran, Mai (DPH); Zanolli, Janice (DPH)
Subject: FW: Encumbrance Deadline
Importance: High

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From: Danforth, Deborah (DPH)
Sent: Wednesday, April 25, 2012 11:15 AM
To: DPH-DL - BLS-All-Staff; Kurtis, Gerald (DPH); Hickey, Helen (DPH); Fuller-Jones, Sydney (DPH); Beck, Ann (DPH); Tessier, Susan (DPH); Dunn, Ceci (DPH); McNamara, Ann (DPH)
Cc: McGuire, Thomas M (DPH)
Subject: Encumbrance Deadline
Importance: High

We have received word from the Central office for encumbrance deadlines. All Requisitions in excess of \$25,000 need to be entered into our system no later than **May 3, 2012** so that we can meet their deadline of **May 4, 2012**. The final day for all encumbrances is **May 31, 2012** so that we can meet their deadline of **June 1, 2012**.

Please review your needs and order enough to get your lab/program through until at least the end of July 2012. Any questions can be direct to myself X6231 or Tom McGuire X6663.

Thanks in Advance
Debbie